

refreshingly different



27th November, 2012

Mr. B.Nagarajan
Deputy Registrar
Training, Placements, Public Relations.
IIT-Madras
Chennai – 600036
+91 9444396148

Dear Mr. Nagarajan,

This is with reference to **IIT-Madras's** room requirements. We are pleased to offer special rates, at Lemon Tree Hotel, Chennai for the year 2012 - 2013.

Lemon Tree Hotels is India's first and finest chain of upscale hotels. These hotels have been designed specifically for the discerning business and leisure traveler who is looking for high quality services at the right price. Furthermore, all Lemon Tree Hotels are located in or close to key business or leisure hubs and focus specifically on meeting the safety, security and business needs of their guests.

Each Lemon Tree Hotel offers:

- 24x7 reception, housekeeping, room service
- In-room workstation, with WiFi/broadband net access
- In-room cable television (with a DVD at resorts) and refrigerator
- Fitness center and where possible, swimming pool
- Conference room options and business center facilities
- Complimentary in room daily newspaper; mineral water; and tea/coffee maker
- Travel assistance, currency exchange and safe deposit lockers

Our payment terms are as follows:

- All bills must be settled by the guest directly on check out, in cash or by credit card. No personal cheques are accepted.

We now look forward to welcoming your guests to our hotel and to a long and mutually beneficial relationship.

Please do let me know should you need any further information or clarifications.

With best regards,
Yours sincerely,

J Karthik
Associate Director of Sales
Mobile: 9600058767
karthik.j@lemontreehotels.com

S. Bharanidharan
Assistant Sales Manager
Mobile: 9600058766
bharani.dharan@lemontreehotels.com

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IIT Madras Rates
Lemon Tree Hotel, Chennai

	PUBLISHED TARIFF		SPECIAL TARIFF	
	SINGLE (INRS)	DOUBLE (IN RS)	SINGLE (IN RS)	DOUBLE (IN RS)
Superior Room	6000	7000	4900	5900
Executive Room	7000	8000	5900	6900
Studio Room	8000	9000	6900	7900
Executive Suite	10000	10000	8500	8500

All the above rates are inclusive of:

- **Buffet American breakfast, (at the coffee shop only)**
- **30 min wifi access/ 24x7 in Business centre**
- **Electronic Safe**
- **Use of the fitness center & Swimming Pool**
- **1 bottle Mineral Water Daily**
- **Usage of Pool table, play station games, at “Slounge Bar”**
- **Daily News paper.**

These rates are subject to government taxes, service charge (10% on food and beverage, 5% on room and other charges) and are valid till further notice.

Please note, these rates are not applicable for block bookings including conferences, workshops, delegations, events, training programs, etc.

The above rates, which are net, non-commissionable (i.e. will not apply for bookings made through a travel agent), subject to government taxes as applicable on the published tariff and to a 5% service charge (on the total bill).It will be valid **from 1st October 2012 through till 30th September 2013.**

Accepted Signature

For Lemon Tree Hotels

For IIT-Madras

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Annexure

Please note **Lemon Tree Hotels' cancellation/amendment policy** as under:

A. For room reservations

1. Individual reservations

Reservations will be confirmed only on receipt of a valid credit card number and card expiry date or a company guarantee (where applicable). In case there is any no-show or a cancellation/amendment (in part or full), after 2 pm, 3 days prior to the date of check in, **a retention charge, of 1 night's applicable room rate, will be levied**. In addition, should the guest check out early, 1 night's retention will be charged in lieu of the night(s) being released.

2. For groups of 10 rooms or more

Reservations will be confirmed against an advance or on receipt of a valid credit card number and card expiry date.

In case there is any no-show or cancellation/amendment of the conference/group (in part or full), within 30 days or less from the date of check in, **a retention charge will be levied**. The retention charge will be calculated as follows - # of rooms being cancelled/no-shows X 1 night X applicable daily rate per room for the conference/group. In addition, should any participants check out early, retention will be charged for those nights booked, now being released due to the early check out.

B. For conference room reservations

In case there is any no-show or a cancellation/amendment (in part or full), within 7 days or less from the date of the conference/event, **a cancellation charge, of 50% of the total billing** i.e. 50% of {number of people X applicable per head rate}, will be levied.

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Lemon Tree Hotel, Chennai

Car Hire Rates (AC Ford Fiesta)

International Airport

Pickup: Rs. 600

Drop: Rs. 600

Domestic Airport

Pickup: Rs. 600

Drop: Rs. 600

Office Transfers (within Chennai)

2 hours to 20 kms, round trip: Rs. 600

4 hours to 40 kms, round trip: Rs. 1100

Day use (80 kms and/or 8 hours) Rs. 2200

For every extra km: Rs. 25/km.

Extra Hours: Rs. 150

Railway station

Pickup or Drop : Rs. 750

Car Hire Rates (AC Toyota Innova)

International Airport

Pickup: Rs. 700

Drop: Rs. 700

Domestic Airport

Pickup: Rs. 700

Drop: Rs. 700

Office Transfers (within Chennai)

2 hours to 20 kms, round trip: Rs. 700

4 hours to 40 kms, round trip: Rs. 1200

Day use (80 kms and/or 8 hours) Rs. 2400

For every extra km: Rs. 25/km.

Extra Hours: Rs. 150

Railway station

Pickup or Drop : Rs. 850

Car Hire Rates (AC Indica)

International Airport

Pickup: Rs. 500

Drop: Rs. 500

Domestic Airport

Pickup: Rs. 500

Drop: Rs. 500

Office Transfers (within Chennai)

2 hours to 20 kms, round trip: Rs. 500

4 hours to 40 kms, round trip: Rs.900

Day use (80 kms and/or 8 hours) Rs. 1800

For every extra km: Rs. 25/km.

Extra Hours: Rs. 150

Railway station

Pickup or Drop: Rs. 650

Please note: Applicable government taxes are extra (currently this is 10.30%).